

# Camp Ranoca West Parent Packet





## Welcome to Camp!

We have been preparing for your campers' arrival for some time now and are extremely excited for camp to begin. We are looking forward to a summer filled with fun adventures, lots of smiles, and new friends.

## Directions to Umstead State Park (Camp Whispering Pines)

Whispering Pines can only be reached from the "Reedy Creek" entrance of Umstead State Park (Harrison Avenue Exit 287 off of I-40). Turn right at the top of the exit ramp if you are traveling from Raleigh. Once you enter the park, take your first right, after turning, turn right again onto Camp Whispering Pines Road.

## Ranoca West Staff

Our staff have been preparing for your camper's arrival for quite some time. We have assembled a highly qualified and well trained group of individuals who are excited to spend the summer having fun with your camper. All staff attend Camp College which prepares them for summer camp. Trainings include developmental stages, learning styles, conflict management, positive behavior reinforcement, various outdoor skills and certifications. All staff also must pass a criminal background screening prior to working with Raleigh Parks and Recreation. All staff will wear camp shirts and a photo identification badge. We also have volunteers with our Counselor-In-Training and Raleigh Summer Youth Program who work with our program and will have their respective ID cards.

## Calling Camp Ranoca West

If you know that your child will not be at camp for the day, please call and let us know. If you will be picking your child up early; please call, send in a note, or tell the director so we can have them ready for you. Please contact Jenn Steele – Camp Supervisor (919-398-2075) for any concerns or problems that may occur during the camp day. If you have questions regarding registration, space availability, withdrawals or transfers, please contact the Recreation Business Office at 919-996-4800 or email [camp.registration@raleighnc.gov](mailto:camp.registration@raleighnc.gov).

## Drop off/ Pick up:

**\*\*The gate to Umstead State Park opens at 8:00AM\*\***

Drop-off: 8:00 am – 9:00 am (**our activities begin at 9am, please be on time**)

Drop-off at Camp Ranoca is done through a car-pool type lane. Please pull up to the staff and sign your camper in. Please avoid parking to help us with congestion.

Pick up: 4:30 pm – 5:30 pm

Late Fee Policy: \$5 for the first 10 minutes, \$1 for each minute after. This is your friendly reminder so be prepared to pay at arrival (cash/check only)

Camp officially ends at 4:30: at that time a staff member will be present to radio for your child; therefore, please do not need to get out of our car or park.

**\*\*If you need to drop your child off late/pick your camper up early, a written note or phone call is required to ensure that we have staff available to assist you.\*\***

## Camper Attire:

Please send your child to camp in cool, comfortable clothes. Tennis shoes (closed toed with heel strap) are required at all times- flip flops, open toed shoes, Heeleys® and shoes with high heels are not permitted. Most days at camp will include water play. Please send closed toed shoes with a heel strap that can get wet and muddy (old tennis shoes/rubber shoes such as Crocs® are great). Flip flops and open toed shoes are not permitted. **One piece swimsuits are required for female campers.** Please label all belongings. If something is misplaced please check the Lost & Found located near the drop off circle.

## What not to Bring:

Cell phones, jewelry, video games, iPods or other personal audio equipment, Gameboys, toys, stuffed animals, pets, pocket knives, aerosol cans, and water guns. Staff will confiscate inappropriate items if they are brought to camp. They will be returned to parent/guardian at the end of the camp day.

## Daily Camp Necessities:

Towel, swimwear, sunscreen, **lunch, 2 snacks, water bottle**, tennis shoes, change of clothes & shoes. **Please send a reusable water bottle with your camper EACH day!** We are outdoors all day long and hydration is very important to keep everyone happy and healthy. Please avoid sending disposable bottles (Aquafina, Dasani, Dee Park, etc) with your campers as they often become toys and are thrown away by campers. Please do not send sugary drinks or sodas with your campers, these will only dehydrate. Thank you for assisting us in keeping campers hydrated.

## Sunscreen & Insect Repellent:

We are outdoors all day! Please apply sunscreen and insect repellent to your child before camp. There are opportunities for your child to reapply at morning snack, lunch, and afternoon snack.

**Camp Ranoca Age Policy:**

It is our policy to not age a camper up, only to age down. We place campers based on the birthdates on their registration not by their grade in school. If you have requests to put your camper with his/her friend, please submit these in writing to [jenn.steele@raleighnc.gov](mailto:jenn.steele@raleighnc.gov). While we can make no guarantees to accommodate these request, we will try our best.

**Group Numbers and Staff:**

We maintain a 10:1 staff to camper ratio during activity periods.

**Swimming and Boating:**

Swimming will take place at a City of Raleigh pool (Biltmore Pool) on Tuesdays and Thursday afternoons. We travel by chartered bus to and from the pool. Campers must pass a swim test administered by lifeguards at the pool. Boating will take place at Umstead State Park several days per week as weather, water quality, and scheduling allow. All campers and staff are required to wear PFD's (lifejackets) during boating activities.

**Medicine:**

Only medications which are medically necessary and cannot be scheduled outside of camp hours will be given. A Medication Permission Form must be completed and signed by a parent or guardian when medication is brought to camp (including prescriptions & over the counter medications). Campers should only bring the dosage for that day in a container with the original label on it. The container will be returned to the parent at the end of the day. All medication will be held by staff.

**Sickness/Illness:**

Your child should remain home from camp if they have any of the following:

- Fever (100 degrees or higher)
- Diarrhea or vomiting
- Sore throat
- Contagious condition/rash, chicken pox, pink eye, ring worm, lice etc
- Other conditions that will limit their participation at camp (i.e. extensive poison ivy, hives, casted limbs etc)

Please allow your camper to be symptom free (no fever, coughing, rash, etc) for **24 hours** prior to returning to camp.

**Behavior Management Policy:**

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The City of Raleigh Parks, Recreation and Cultural Resources Department supports and practices the following procedures for behavior problems:

- 1- Initially, participants will be given a quiet reprimand/verbal warning.
- 2- If the behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
- 3- If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
- 4- Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur (no refunds will be given for days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact with parent/guardian. If parent/guardian does not pick up the participant within one hour, a late fee may be charged.
- 5- If a behavior problem persists, a third Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the Incident Reports are being reviewed.
- 6- For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from the program.
- 7- Participants will not be disciplined during program hours for behavior that occurred outside of the program, even at parental requests.
- 8- Participation in camp activities during program hours is required.

**Tick-Talk**

We live in a region with a high tick population. Ticks may carry serious diseases and to help protect campers, we do twice daily tick checks. You should check your camper in the evening especially in the hair, groin, and underarm regions. Early tick removal may reduce the risk of infection of some tick-borne diseases. Some insect repellants may help protect against ticks. If a tick is found on a camper, a staff member will immediately remove it and circle the bite.

Parent/guardians will be notified of the bite at pick-up. Contact your health provider if your camper develops fever,

headache, fatigue or a rash near the bite. Please see the Center for Disease Control's website: <http://www.cdc.gov/lyme> or call 1-800-232-4636.

### Activities:

Four groups rotate through activities including games, hiking, art, nature and boating. The best made plans can change due to weather, water or air quality. Staff will be prepared with alternative activities.

### Typical Camp Schedules

#### Mondays, Wednesdays, & Fridays

8:00-9:00 Drop off  
9:00-9:45 Morning assembly/put away gear  
9:45-10:30 Groups rotate through camp activities  
10:30-11:00 Snack  
11:00-11:45 Groups rotate through camp activities  
11:45-12:30 Lunch/rest time  
12:30-3:15 Groups rotate through camp activities  
3:15-3:30 Snack  
3:30-4:30 Closing Assembly/Bead Ceremony  
4:30-6:00 Pick up

#### Tuesdays & Thursdays

8:00-9:00 Drop off  
9:00-9:15 Morning assembly  
9:15-10:15 Groups rotate through camp activities  
10:15-10:30 Snack  
10:30-1:00 Counselor Challenge/all camp activity/lunch/change into swim suits  
1:15 Pool Trip  
4:00 Return From Pool  
4:00-4:30 Snack/Change clothes/Closing Assembly/Bead Ceremony  
4:30-6:00 Pick up

### 2014 Weekly Themes

June 16-20	Dinosaur Week
June 23-27	Rock 'n' Roll Week
July 7-11	Favorite Book Character Week
July 14-18	Back in Time Week
July 21-25	Detective/Spy Week
July 28- August 1	Favorite Sports Team Week
August 4-8	Cartoon Week

### Pool Trips & Dress Up Days

Your camper will visit Biltmore Hills Pool each week on Tuesdays/Thursdays. The contact information for the pool is below. If you need to arrange to pick up your camper from the pool, give the Directors a note on the day you need to pick him/her up so that we can have them dried off and ready when you arrive.

Biltmore Pool  
701 Crown Crossing Lane  
Raleigh, NC 27529  
(919) 831-6736



Dress up day is Wednesday for Ranoca West. Each week, we have a different theme displayed on a sign beside the drop off area. Please encourage your camper to dress up each Wednesday. For any questions, please call Jenn Steele (Camp Supervisor) (919) 398-2075.